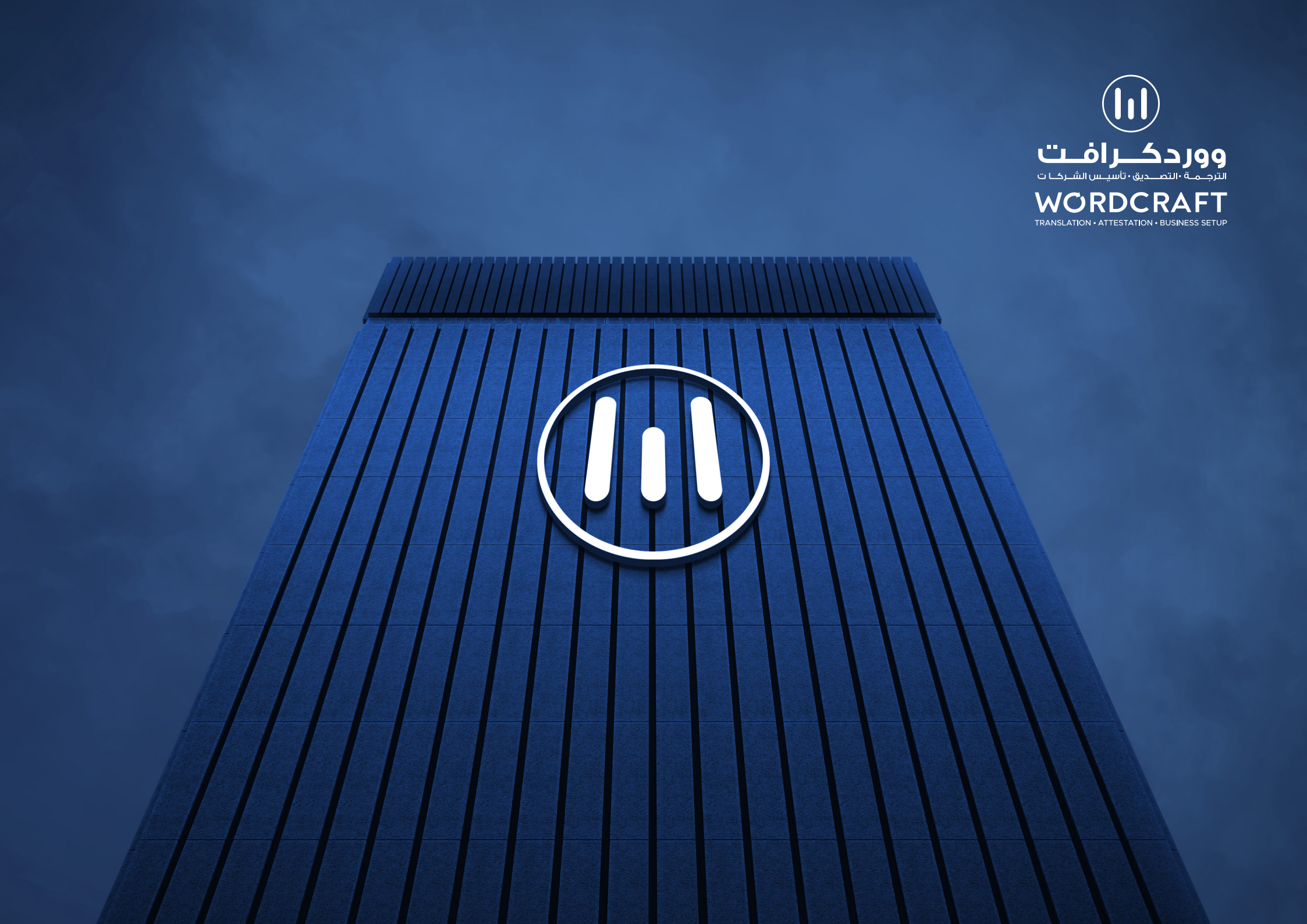
ووردكـــرافـــت
الترجـمـة • التصـــديق • تأسيـس الشـركـات
WORDCRAFT
TRANSLATION • ATTESTATION • BUSINESS SETUP

Trust has no Borders!

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Strict Confidentiality

Expertise & Experience

Free Document Pickup & Delivery

COMPANY **OVERVIEW**

Wordcraft, a popular UAE-headquartered brand, was established in 2019 with an unwavering vision to revolutionize our industry and set unparalleled standards of excellence. By honouring our commitments to our global network, we have laid out a clear path to stand out in the vibrant landscape of the UAE. With our headquarters in Dubai often referred to as ‹the gateway to the world' and branches in Abu Dhabi, Ras Al Khaimah, Cairo, Calicut and our newly open corporate branch in Sharjah, we are proud to showcase our growth.

We believe our success was not achieved overnight; rather, it stems from our unwavering commitment to maintaining accuracy, enhancing efficiency, and ensuring confidentiality year after year, which has paved our way through the flourishing landscape of the UAE.

Vision

To become the world's most-admired brand in translation, attestation and corporate services in the finest way possible.

Mission

To become essential to our global clientele by delivering first-rate services in translation, visa and attestation and corporate services at utmost convenience and sublime satisfaction.

message

At Wordcraft, we believe that the ability to excel is to competitively accept our customers' needs with premium services cost-effectively and innovatively. We pride ourselves on being the customers' first choice in international languages translation, world-wide attestation, visa and corporate services within a short span only because of the values and qualities we cherished most highly in our way to the mainstream. We are committed to standing responsible to the customers we serve, to our dedicated employees, and the diverse spaces we inhibit.

Faizal Rehman
Founder & Managing Director

Joining our way as the third in our team, Mr Shafeeque Makkunnath played a pivotal role in person to build up a popular face to Wordcraft in no time and his gifted caliber to simultaneously manage the inner and outer shells of the business helped Wordcraft to rise to the mainstream from the ground up.

Shafeeque Makkunnath
General Manager

Mr. Mujeeb Rahman, the second number in team whose determined perseverance and innovative moves all round eminently fueled up the founder's sublime dream to elevate Wordcraft into a vibrant startup.

Mujeeb Rahman
Marketing Manager

Mr. Hadi Abdullah Hadi Al Taie, the MOJ certified sworn legal translator at Wordcraft Legal Translation (Abu Dhabi) holds excellent command in Arabic-English languages with a strong background in translating legal documents and texts at high accuracy and precision with proven expertise in the translation industry. Being an Iraqi native Arabic speaker and a renowned prolific writer, Mr. Hadi Al Taie is a gifted boon for our resourceful in-house team to maximize their linguistic proficiency and to elevate the trust level of our brand in the industry.

Hadi Abdullah Hadi Al Taie
Legal Translator

Mr. Antar Bitat, the Algerian national MOJ certified sworn legal translator at Wordcraft Legal Translator (Dubai) is a young man of versatile profile with excellent and verifiable track record as senior translator and Simultaneous interpreter in various national and international programs. Mr. Antar Bitat cherishes the passion for life-long learning and his goal-oriented researches and studies have been a great asset to the translators on board and doubled the brand fame in the market.

Antar Bitat
Legal Translator

WORDCRAFT

Unparalleled Expertise
& Experience

We emerge premiers in the industry arraying of a seasoned crew with deep understanding of the UAE's legal landscape and the international business practices. This expertise bestowed with the following salient features:

Proven Track Record:

We have a well-established reputation for delivering exceptional services and successful outcomes for a diverse clientele, including multinational corporations and government entities who count on us for their requirements in terms of Translation, Attestation, Business Setup and Visa services.

In-depth Knowledge of UAE Regulations:

We navigate the intricacies of legal requirements and ensure your documents comply with all relevant regulations related to the relevant business.

Multilingual Proficiency:

Our team comprises native speakers of various languages, guaranteeing accurate and culturally nuanced translations.

Translation Services

- Legal Translation
- Certified & Normal Translation
- Financial & Medical Translation
- Technical & Scientific Translation
- Voice Over & Subtitling
- Interpretation Services
- Driving License Translation
- Websites & Apps Localization

Languages We Cover

- Arabic
- Italian
- Russian
- French
- Japanese
- Hindi
- Portuguese
- Swedish
- Tamil
- Punjabi
- Dutch
- Tagalog
- Hungarian
- Ukrainian
- English
- Spanish
- Chinese
- Turkish
- German
- Urdu
- Malayalam
- Farsi
- Polish
- Finnish
- Marathi
- Thai
- Greek
- Bengali

And More...

LEGAL TRANSLATION

Legal translation is the process of converting legal documents and papers from one language into another by specialized legal translators certified by UAE Ministry of Justice (MOJ). Legal Translation in the UAE is indispensable when submitting a legal document in a foreign language for an official application related to legal authorities and institutions such as courts or other Govt. or Semi-Govt. Departments.

- Arabic
- English
- French
- Russian
- Chinese
- Spanish
- German
- Italian
- Turkish
- Farsi

CERTIFIED TRANSLATION

We offer premium quality certified /sworn translation (Also known as "Official Translation") in +100 international languages by native and professional translators. Our linguistic experts develop tailored solutions for your projects to meet the quality standards of the entities in the UAE which enables smooth flow of communication across various landscapes and economies. We ensure that legal and official documents are professionally handled and provided with clarity, precision, and cultural relevance.

NOTARIZATION &
LEGAL DRAFTING

Wordcraft is home to a highly skilled and experienced team dedicated to providing exceptional legal document drafting services. We offer a comprehensive range of legal drafting services including not limited to:

- Power of Attorney (POA)
- Memorandum of Association (MOA) & Amendments
- Court Memorandum
- Legal Notices
- No Objection Certificates (NOC)
- Sworn Affidavits
- Undertaking Letters
- Wills & Agreements

محاكم دبي
DUBAI COURTS

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

دائرة القضاء
JUDICIAL DEPARTMENT

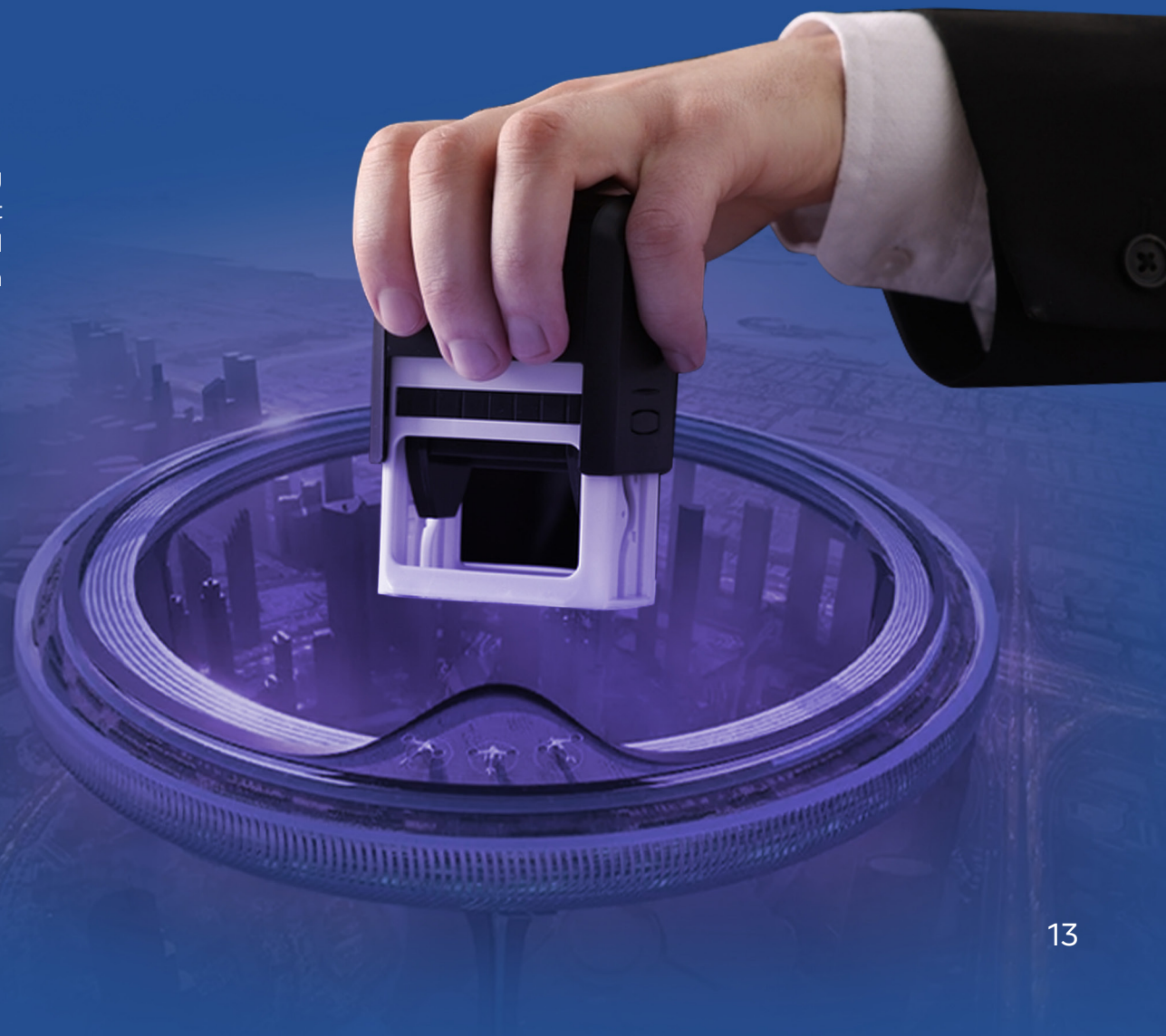
ONLINE
NOTARIZATION

Wordcraft offers comprehensive assistance in obtaining notarization for clients through online channels. We provide a wide range of remote notary services, including collaboration with esteemed institutions such as Dubai Court, Ministry of Justice, Private Notaries, and ADJD Notary. Our expertise ensures a seamless process for clients seeking notarization for their documents.

ATTESTATION
SERVICES

Wordcraft has established a global network spanning over 50 countries to provide comprehensive document attestation services to our clients. With highly dedicated and skilled team, we handle various types of attestation services.

- Ministry of Foreign Affairs Attestation (MOFAIC)
- Embassy & Consulate Attestation
- Ministry of Justice Attestation (MOJ)
- Lawyer & True Copy Attestation
- Certificate Equivalency & Genuinity (MOE & KHDA)
- Ministry of Health Attestation (MOHAP)
- DHA Attestation
- Chamber of Commerce Attestation



GLOBAL
COVERAGE MAP

UAE India Qatar Oman Kuwait Bahrain KSA China Pakistan UK Canada USA Egypt Zimbabwe Japan Scotland

Ireland Australia Iraq Iran Lebanon France Italy Netherlands Germany Sri Lanka Indonesia Philippines New Zealand Jordan Brazil South Africa

Croatia Cuba Cyprus Czech Republic Denmark Finland Georgia Greece Malaysia Algeria Armenia Azerbaijan Austria Belgium Chile Columbia

Hungary Kenya Malta Mexico Morocco Nigeria Norway Poland Russia Singapore Sweden Switzerland Turkey Ukraine Uzbekistan Venezuela

BUSINESS SETUP
SERVICES

Being a dignified firm with an exalted position in business setup services in the UAE Mainland and free zones, we have adept experts here who can guide the entrepreneurs of with tailor-made solutions and customized target opportunities and they will ease your worries on the paperwork and such other formal complexities pertaining to the setup or running of your business in the UAE.

- Company Formation (Mainland & Free Zones)
- Local Sponsor Arrangement
- PRO Services
- Office Space Arrangement
- Economic Department Services (DED)
- License Renewal
- Amer & Tasheel Services
- Municipality Approvals
- Company Liquidation
- Intellectual Property Registration
- Trademark Registration
- Virtual Ejari
- Ports & Customs Approvals

VISA SERVICES

We provide a wide array of visa services for both individuals and corporate clients in UAE. Our expert consultants on board will remain closely in touch with the customers with customized solutions starting from the early stages of documentation until the successful issuance of the visa for both individuals and businesses across the Emirates. We ensure that our great precision and due diligence will be reflected in the quality of jobs we undertake and in the client base all over the world.

- Golden Visa Services
- ICP & GDRFA Services
- Tourist Visa
- Family, Maid & Labor Visa
- Visa Renewal & Cancellation
- Amer & Tasheel Services
- Tadbeer & Tawjeeh Service
- Insurance

STRICT
CONFIDENTIALITY

At Wordcraft, we deeply value the significance of confidentiality in the legal and document attestation sector. We place the utmost priority on the security and privacy of our clients' sensitive information. Our team strictly adheres to rigorous confidentiality protocols, ensuring that all client documents and data are handled with the highest level ofcare and diligence. You can have complete confidence in our commitment to maintaining the strictest confidentiality throughout our partnership. Rest assured that all your documents are treated with the utmost professionalism and care to ensure the highest level of confidentiality.

EXPERTISE
& EXPERIENCE

Wordcraft stands out due to our extensive expertise and experience in the legal translation and attestation domain. We have successfully served numerous corporate clients and have the capacity to host significant volumes of work while maintaining the highest standards of quality and accuracy. Our team of professionals is always committed to delivering exceptional service beyond client expectations.

HASSLE-FREE
PICKUP & DELIVERY

To enhance our customer convenience, we offer free document pickup and delivery services. Our reliable delivery team ensures that your documents are collected from your location and delivered back to you securely and promptly. This service saves your time and own effort, favouring you to focus on other critical aspects of your business.

UNWAVERING COMMITMENT
TO CLIENT SUCCESS

We understand the importance of efficiency and transparency in today's fast-paced business environment. Thats why we made an array of:

Dedicated Account Managers:
A single point of contact ensures clear communication and streamlined project management.

Regular Progress Updates:
We keep you informed throughout the process, so you can stay focused on your priorities.

Competitive Rates & Flexible Pricing:
We offer competitive pricing structures and flexible payment options to suit your budgetary needs.

Quality Assurance:
Our stringent quality assurance measures ensure that every translation and attestation meet the highest standards of accuracy and reliability.

Prompt Delivery:
We prioritize prompt delivery of services, ensuring that your deadlines are met without compromise.

CONVENIENCE
& EFFICIENCY

Tailored Customer Portal:
A single portal where we support our clients in a very interactive way in regards to the tasks in progress or completed or accounts in a personalised way.

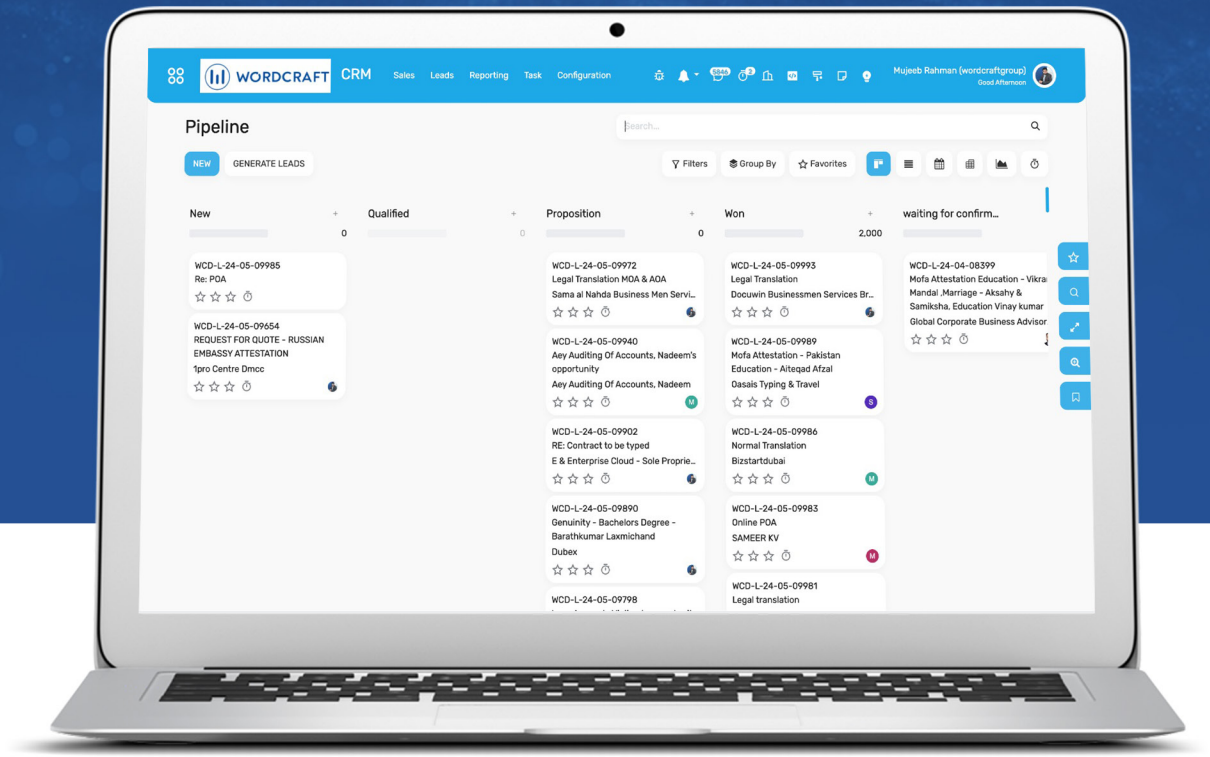
Flexible Payment Options:
We cater to your financial needs with various secure and easy payment options EMI, Tabby etc, which may suit your needs and ease your hassles.

Online Tracking Facility:
You can track the progress of your documents and projections easily through our secure online portal.

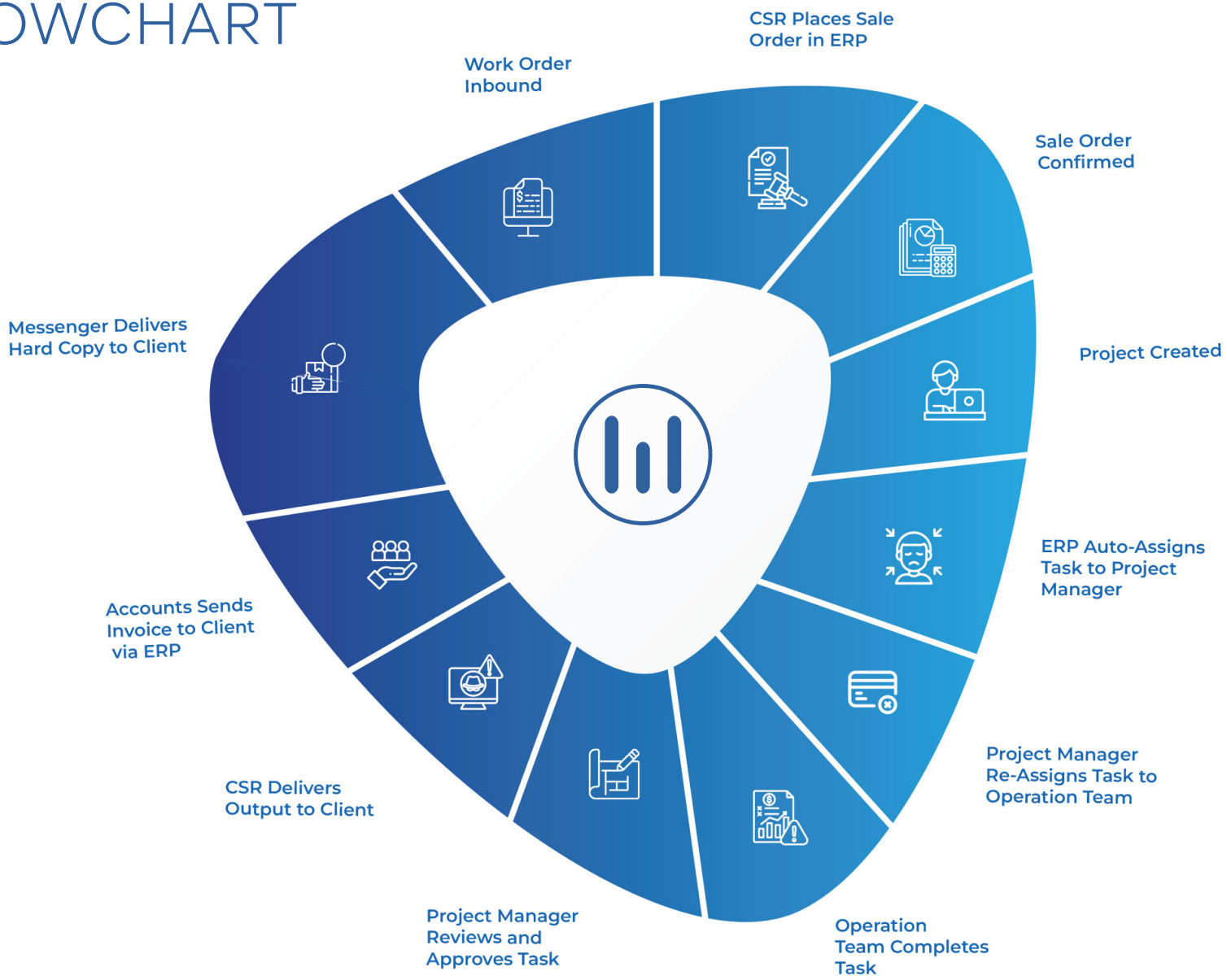
Free Pickup & Delivery:
We offer complimentary document pickup and delivery services for your convenience.

CLIENT **PORTAL**

Finally, after a long year of pursuit, we have reached to a significant milestone in our journey introducing a user-friendly and all-in-one platform where every customer can enjoy a unique interactive experience at each click. From lead capture to comprehensive trends support, our CRM comes equipped as an ultimate tool that brings all the innovative features seamlessly with a sublime vision to convert the business relations into the finest and most comfortable space. Coming to the salient feature, the CRM grants hassle-free access for our customers to a simplified portal where they can track the status of their orders, payment summary etc. all at once.



OPERATION
FLOWCHART


CSR Places Sale Order in ERP
Sale Order Confirmed
Project Created
ERP Auto-Assigns Task to Project Manager
Project Manager Re-Assigns Task to Operation Team
Operation Team Completes Task
Project Manager Reviews and Approves Task
CSR Delivers Output to Client
Accounts Sends Invoice to Client via ERP
Messenger Delivers Hard Copy to Client
Work Order Inbound

CLIENTELE

Within a very short span, Wordcraft has garnered wide attention and gained the trust of its customers coming from different parts of the world. We are strictly committed to providing customer-friendly services, which stands as plausible evidence of the long-lasting partnership with our loyal clients. Thanks to the above, we are proud to host a wide network of clients hailing from different parts of the world which stands as the clear witness of being forerunners in the industry.

To put it briefly, Wordcraft offers cutting-edge services to its global clientele all under a single roof. We stand out in the industry apart from our competitors thanks to the customer-centric values we followed and the trust we could build in the market within a very short span.

GOVENMENT OFFICES

WE CLOSELY WORK WITH

DUBAI

Office No: 307, Arzoo Building, Next to Al Twar Center, Dubai – UAE
Tel: 04 239 6262 I Mob: 054 484 6262 I E-mail: info@wordcraft.ae

ABU DHABI

Office No: 1760, 17th Floor, Al Gaith Tower, Near Capital Park, Hamdan St.,Abu Dhabi – UAE
Tel: 02 508 9164 I Mob: 050 616 0468 I E-mail: auh@wordcraft.ae

SHARJAH

Office No: 3107, Busines Tower, Corniche St. Al Majaz 2, Sharjah – UAE
Mob: 054 544 0234 I Tel: 06 536 3834 I Email:shj@wordcraft.ae

RAS AL-KHAIMAH

Shop No: 10, Al Rahma Building, Near Dept. of Economic Development, Al Nakheel,
Ras Al-Khaimah – UAE
Tel: 07 235 7887 I Mob: 056 549 8344 I E-mail: rak@wordcraft.ae

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WORDCRAFT

TRANSLATION • ATTESTATION • BUSINESS SETUP

DUBAI • SHARJAH • ABU DHABI • RAS AL KHAIMAH
CAIRO • CALICUT

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